

BALTIMORE NATIONAL HERITAGE AREA

SMALL CAP GRANT FUND

Guidelines

INTRODUCTION

The Baltimore National Heritage Area (BNHA) Small Cap Grant Program is a source of funding designed to provide small but strategic investments in cultural heritage tourism capital projects within the BNHA. Grant awards are made from the BNHA Project Fund, an item within Baltimore City's Capital Improvement Program. The following is general information about the BNHA Small Cap Grant Program and instructions for completing the application.

ELIGIBLE ACTIVITIES

Eligible activities must address or complete a priority activity identified in and consistent with the goals, objectives, strategies and actions outlined in the BNHA Management Action Plan (2001) and Update (2007), which can be downloaded from the BNHA website, at www.baltimorecity.gov/government/heritage. Generally, grants will be made as one time awards, not for ongoing projects or activities which require a multi-year grant commitment.

The following capital projects or activities within the BNHA may be assisted. All capital project activity must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. Copies of the *Standards* may be viewed on the National Park Service website <http://www.nps.gov/history/hps/tps/standguide/>.

Acquisition	The acquisition of fee title or interest other than fee title of real property. Note: For acquisition projects, BNHA will fund up to 50% of the average of two appraisals of the subject property.
Development	New construction, or repair or alteration of an existing building, structure, or site which makes possible a contemporary use while preserving those features of the property which are significant to its historical, architectural, and cultural values.
Preservation	Activities directed to sustain the existing form, integrity, and material of a building, structure, or site.
Restoration	Activities directed to accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

ELIGIBLE APPLICANTS

Eligible applicants include non-profit organizations. Non-profit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved under the grant program.

PROJECT SELECTION CRITERIA

Grant proposals will be reviewed using the criteria outlined below.

1. **Clarity:** Are the project objectives clearly described?
2. **Consistency:** Is the project specifically identified in the BNHA Management Plan? If not, how is the project consistent with the goals and objectives of the Plan and why should the project receive priority for funding at this time?
3. **Urgency:** What are the down sides to delaying this project?
4. **Project Design:** Are the project budget, design, and personnel reasonable to accomplish project objectives?
5. **Leverage:** Does the project or its products significantly leverage private investment?
6. **Readiness:** Is the project ready to proceed and can project objectives be accomplished in a realistic and timely manner? If the applicant currently has a BNHA small capital grant, have the deadlines been met?
7. **Demonstration Value:** Does the project have value as a new model whose methods and techniques are transferable citywide to other heritage areas?

GRANT AMOUNTS AND MATCHING REQUIREMENTS

Grants may not exceed \$25,000. All grants must be matched in cash in an amount at least equal to the grant. State grant funds from the Maryland Heritage Areas Authority Financing Fund (MHAAFF) and any match required for a MHAAFF grant may not be used as match.

GRANT TERMS AND CONDITIONS

All grantees will be required to enter into a grant agreement with the BNHA, which generally contains the following standard terms and conditions:

- **Grant Term**- All grant funds must be expended within 24 months of the date of the award, unless the BNHA agrees in writing to an extension of the grant period. Written progress reports should be submitted twice per year through the grant term.
- **Grant Disbursements**- Disbursement will be made as the project progresses, pro-rated with matching funds. Advance disbursements of grant funds may be made on a case by case basis. Disbursements will be made upon request for payment submitted by the grantee in a form satisfactory to BNHA and fulfillment of the other requirements of the grant agreement.
- **Insurance Requirement**- Capital grant recipients will be required to insure the assisted property against loss or damage by fire or other hazards, casualties, and contingencies as may be required by BNHA, in amounts satisfactory to BNHA. Similarly, General Liability Insurance will be required for all construction efforts as well.
- **Nondiscrimination**- Each applicant shall comply with all applicable federal, state and City laws and policies and programs regarding drug, alcohol and smoke free work places, disabled access and equal opportunity for employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status or physical and/or mental disabilities in any aspect of the grant project.
- **Project Sign or Acknowledgment** - Grant recipients are required to erect and maintain a project sign at a prominent location on project sites to provide appropriate acknowledgment of BNHA assistance.

APPLICATION FORMAT

BNHA Small Cap Grant applications must consist of the following items which are to be submitted as a single package on standard 8 ½" x 11" bond paper. The grant application package must be stapled in the left-hand corner and include the Application Cover Sheet as the first page. **Do not submit applications in binders or as spiral bound books.** Applicants must submit one (1) original and nine (9) copies of the application package.

1. **Cover Sheet.** The form and instructions for completing the cover sheet are attached as Appendix I. This form must be attached as the first page of the application package.
2. **Narrative Project Description.** At minimum, the narrative project description must completely and concisely address: objectives of the project as related to the heritage area management plan, project methodology, project timetable, project personnel, budgetary needs, and sources of matching funds provided. Please refer to the outline shown in Appendix II for further clarification.
3. **Project Budget.** The budget form and instructions for completing it are attached as Appendix III.

Applicants must submit one copy only of the following supporting documentation:

4. **Resumes of key project personnel.** Include only the resumes of those people who will perform key project tasks such as consultants and project monitors.
5. **Proof of matching funds.** This may consist of a financial statement, commitment letter, or other proof that the applicant has matching funds dedicated for the project.
6. **Proof of nonprofit status.** This must be in the form of articles of incorporation, by-laws, and a certificate of good standing from the State Department of Assessments and Taxation. Certificates of good standing may be obtained from the Maryland Department of Assessments and Taxation's website at www.dat.state.md.us.
7. **Digital Images.** All applicants seeking funds for capital projects MUST submit at least ten (10) clear digital images, with a key, which depict overall views of the property, important interior elements, and areas of deterioration which are to be addressed as part of this project.
8. **Appraisals.** **For acquisition projects only**, submit two appraisals that are less than one year old.

APPLICATION ASSISTANCE

A BNHA Application Cover Sheet (Appendix I), Narrative Project Description Outline (Appendix II) and Sample Budget (Appendix III) are attached. For your convenience, this application is also available on the Internet at www.baltimorecity.gov/government/heritage. For assistance in the preparation of your application, please contact Jeff Buchheit at (410) 396-1954 or at jeffrey.buchheit@baltimorecity.gov.

APPLICATION SUBMITTAL

Applicants submit the completed application package and supporting materials to the BNHA:

Baltimore National Heritage Area
Attn: Jeff Buchheit, Director
Room 346, City Hall
100 N. Holliday Street
Baltimore MD 21202